

CHAPTER 1 - INTRODUCTION

PLEASE NOTE:

- a. THIS INSTRUCTION SUPPLEMENTS DOD 4160.21-M AND DOD 4160.21-M-1. DRMS MUST MAINTAIN HARDCOPY PUBLICATIONS IF REQUIRED BY LOCAL AUTHORITY OR HOST COUNTRY. ALL DOD/DLA/DRMS PUBLICATIONS ARE ACCESSIBLE THROUGH THE WORLDWIDE WEB (WWW). SEE SUPPLEMENT 1. <http://www.drms.dla.mil/publications/html/pubsandregs.html>. 10/22/02
- b. FREQUENTLY USED ACRONYMS/TERMS ARE IDENTIFIED IN SUPPLEMENT 2.
- c. FORMS CAN BE FOUND ON THE LAN OR INTERNAL WEB PAGE UNDER TECH SUPPORT <http://techweb.drms.dla.mil/>. FORM TITLES ARE PROVIDED IN SUPPLEMENT 3.
- d. SAMPLES ARE LOCATED IN SUPPLEMENT 4.
- e. TO LOCATE A SPECIFIC WORD/SUBJECT IN ANY PUBLICATION USE THE FIND FEATURE ON YOUR WEBSITE.
- f. IF A PROCESS AFFECTS BOTH A CENTRAL/SATELLITE DRMO IT WILL BE REFERRED TO IN THE INSTRUCTION AS "DRMO". IF A PROCESS IS PERFORMED ONLY BY THE CENTRAL DRMO IT WILL BE REFERRED TO AS "DRMO CENTRAL" OR "THE CENTRAL DRMO". IF A PROCESS IS PERFORMED ONLY AT THE SATELLITE IT WILL BE REFERRED TO AS "DRMO SATELLITE" OR "SATELLITE DRMO". OCONUS DRMS SHOULD REFER TO THEMSELVES AS DRMO OR CENTRAL DRMO. SOME CENTRAL/SATELLITE DRMOs IN CONUS HAVE BEEN DESIGNATED AS DRMS DEMIL CENTERS. POLICIES AND PROCEDURES UNIQUE TO DRMS DEMIL CENTERS ARE IDENTIFIED IN THIS INSTRUCTION.

A. GENERAL

1. References:

- a. DoD 4160.21-M, Defense **MATERIEL AND DISPOSITION** Manual.
- b. DoD 4160.21-M-1, Defense Demilitarization Manual.

2. Purpose. THIS INSTRUCTION supplements, but does not supersede, GUIDANCE contained in references A1a and A1b. This instruction also provides DRMS guidance for the receipt, control, **STORAGE AND DEMILITARIZATION OF MUNITIONS LIST ITEMS (MLI)/COMMERCE CONTROL LIST ITEMS (CCLI)**. Guidance specified is to insure consistency of the worldwide application of instructions as they relate to MLI/CCLI excess and surplus property under the control of DRMOs. More detailed operating instructions for DRMOs are contained in Chapter 4, Special Processes.

3. Scope. This INSTRUCTION is applicable to DRMS field activities worldwide. In the event that guidance contained in this INSTRUCTION conflicts with the referenced DoD publications, the DoD publication takes precedence. Compliance by DRMS field activities worldwide is mandatory. DRMOs requiring waivers/ deviations to this instruction should submit their requests TO THE DRMS-**BA (Business Support Office)** FOR CONSIDERATION IN ACCORDANCE WITH DRMS-I 4160.14, VOLUME I.

4. **RTD Screening. All DEMIL required property must go through RTD screening, unless approval to reduce the screening timeframe has been approved by DRMS-BBR. Only property received by the DEMIL centers from the feeder site DRMOs and RCP that have previously completed RTD screening is authorized to go direct to record status code "W". 6 Oct 04**

5. Definitions:

DRMS-I 4160.14, Volume VII, Chapter 1

a. Demilitarization (DEMIL). The act of destroying the military offensive or defensive advantages inherent in certain types of equipment or material. The term includes mutilation, dumping at sea, cutting, crushing, scrapping, melting, burning, or alteration designed to prevent the further use of this equipment and material for its intended military or lethal purpose. It applies equally to material in unserviceable or serviceable condition that has been screened through the ICP and declared surplus or foreign excess.

b. MLI. Items included ON the U.S. Munitions List, 22 CFR 121.

c. **CCLI. AN ITEM OR MATERIAL FOUND ON THE COMMERCE CONTROL LIST (CCL), 15 CFR 774. CCLI ARE DUAL-USE ITEMS UNDER THE EXPORT CONTROL JURISDICTION OF THE BUREAU OF ADMINISTRATION, U.S. DEPARTMENT OF COMMERCE.**

B. RECEIPT AND CONTROL OF MLI/CCLI

1. Receive MLI/CCLI according to **CHAPTER 2 OF THIS INSTRUCTION, DRMS-I 4160.14, VOLUME ii, AND DRMS-I 4160.14, VOLUME IV. DEMIL CODES AND DEMIL PERFORMED CODES ARE LOCATED IN SUPPLEMENT 4 OF THIS INSTRUCTION.**

2. **IF DESIRED, "DEMIL REQUIRED" MAY BE STAMPED OR CONSPICUOUSLY MARKED ON ALL COPIES OF THE DTID IF THE ASSIGNED DEMIL CODE IS CORRECT AND DEMILITARIZATION OF PROEPRTY IS REQUIRED. THIS SERVES AS AN INTERNAL CONTROL TO INSURE THAT MLI REQUIRING DEMIL IS PROCESSED CORRECTLY.**

3. If the DEMIL code is incorrect, place the item aside and call the DEMIL coordinator for resolution.

4. Display (warehouse) property. **INERT AEDA/AEDA RESIDUE WILL BE STORED SEPARATELY FROM OTHER PROPERTY. THESE STORAGE ACCUMULATIONS WILL BE CLEARLY MARKED.** (See DRMS-I 4160.14, VOLUME II for guidance.)

C. OBSOLETE DEMIL CODES

DEMIL CODES H, J, K, L, M, AND N ARE OBSOLETE. DRMOs MAY NOT ACCEPT PROPERTY ASSIGNED THESE CODES.

D. DEMIL CODE CHALLENGE PROGRAM

1. The assignment of DEMIL codes to supply systems material is a primary responsibility of the ITEM manager for that material. However, it is the responsibility of DRMO DEMIL coordinators to scrutinize assigned DEMIL codes and to challenge those that are invalid or suspected to be in error. This is defined as: all property with an obsolete DEMIL code (H, J, K, L, M or N); all property whose nomenclature contains any of the "Buzz Words" listed in Supplement 4 of this instruction; items assigned other than DEMIL code C, D, E, F or G in the critical FSGs/FSCs 10, 11, 12, 13, **14** and **1670, 1710, 1720, 1810, 1820, 1830, 1840, 1905, 2305, 2350, 2840, 2845, 2915, 3690, 4230, 4470, 4921, 4923, 4925, 4927, 4931, 4933, 4935, 4960, 5810, 5811, 5820, 5821, 5825, 5826, 5840, 5841, 5845, 5850, 5855, 5860, 5865, 5963, 5985, 5998, 5999, 6615, 6920, 6930, 6940, 8470, and 8475;** and any other item for which DEMIL coding is suspected to be invalid.

a. LSN assigned items. **DoD 4160.21-M, CHAPTER 3, PARAGRAPH B 5, REQUIRES ADDITIONAL INFORMATION FOR LSN ITEMS IN THE CRITICAL FSCs THAT ARE IDENTIFIED IN ATTACHMENT 2 OF THAT CHAPTER. DRMOs ARE REQUIRED TO INSURE THIS ADDITIONAL INFORMATION IS PROVIDED AT THE TIME OF RECEIPT.** DEMIL codes assigned to Local Stock Numbers are not verified through DAISY. Accordingly, receipt of LSN items will require special review to insure the validity of the DEMIL code assignment. Coordination with the generator is essential to resolve questionable DEMIL codes. In the event that resolution is NOT effected, elevate the problem TO **DRMS-OI** for resolution.

b. NSN items.

(1) The first step in the challenge process is to validate the DEMIL code in DAISY. A flow chart for this process is contained in Supplement 4 of this instruction.

(2) For new receipts, this can be done directly at the receipt screen. If the code on the DTID is different from the code in DAISY and you agree with the DAISY code, annotate the DAISY DEMIL code on the DTID and continue to process accordingly. If the DEMIL codes are the same but are obsolete, submit a DEMIL code challenge through DAISY and place the item(s) in the DEMIL code challenge area pending resolution of the challenge. For example, you receive a pistol grip with a DEMIL code "J" on the DTID, you research in DoD 4160.21-M-1 and determine the correct code is "B". You continue with the receipt process and, if DAISY reflects a DMC "B", annotate "B" on the DTID and continue to process. If, however, DAISY reflects other than a DMC "B", submit a DEMIL code challenge. If the DEMIL codes are the same for other than the obsolete codes and you agree with the DAISY/DTID code, continue to process the item. If the DEMIL code is questionable, submit a DAISY challenge. Property that is challenged upon receipt should be stored in the DEMIL code challenge area. A DAISY DEMIL Code Change Notice will be generated at the end of the challenge process.

(3) If verification as described above was not done upon receipt for items currently on record, perform the following process prior to initiating any disposal action (see Supplement 4 for a flow chart for this process).

(a) Access DAISY NSN Characteristics and check the DEMIL code. This can be done by going into Inquiries at the main menu, then the DRMO Tables, Part 1. Select number 17 on the menu, NSN Characteristics. Check the DEMIL code and the DEMIL challenge code by entering the NIIN in the NIIN field, then press F3 to find.

(b) If the DEMIL code in DAISY has been changed, you will need to process a "Duplicate DTID Restart". This is performed by doing two DTID restarts. In the first DTID restart, change the NSN to a LSN. In the second DTID restart, change the LSN back to a NSN. This process pulls any/all updated NSN characteristics. These items may then be processed for disposal (i.e., R/T/D/S).

(c) If the NSN characteristics still reflect an obsolete code and there is no code in the Challenge field, submit a DEMIL code challenge. If there is a code in the challenge field and you agree with that code, wait for the DEMIL Code Change Notice before processing any further. In lieu of physically relocating property being challenged to a non-DEMIL required code to the DEMIL code challenge area, you may tag it in place with the words, "UNDERGOING DEMIL CHALLENGE" as long as the tag is a different color than the screening tags and noticeable to anyone looking at the item. Items under challenge going to a DEMIL required code still need to be physically moved to the DEMIL code challenge area. A DAISY DEMIL Code Change Notice will indicate when the challenge has been resolved.

(d) If the DEMIL codes are the same, and you agree with the assigned DEMIL code, process the property accordingly. If not, submit a challenge through DAISY and relocate/tag the property undergoing DEMIL challenge.

2. It is imperative that DEMIL Coordinators pull DEMIL Code Change Notices out of DAISY Access Reports on a daily basis and TAKE actions consistent with the nature of the change. Additionally, if the challenge result is that the property requires DEMIL, insure, if desired, that the DTID is conspicuously stamped or marked "DEMIL REQUIRED".

3. Chapter 2, paragraph F, this instruction, provides further information on challenge processing.

4. Instructions for processing DEMIL challenges into DAISY are contained in Chapter 2, paragraph I.

E. DEMIL OF PROPERTY

1. See Chapters 2, 3, and 4 of this instruction for guidance on DEMIL actions and processing property eligible for DEMIL.

2. DEMIL of some specific items may require use of instructions (see DoD 4160.21-M-1, Appendix 4).

3. DRMOs MAY NEED TO CONTACT ITEM MANAGERS TO ASK QUESTIONS ABOUT DEMILITARIZATION PROCEDURES OR TO OBTAIN INSTRUCTIONS FOR PROPERTY ASSIGNED DEMIL CODE F. PARAGRAPH L, THIS CHAPTER, PROVIDES INFORMATION ON IDENTIFYING ITEM

MANAGERS THROUGH A DEMIL F DATABASE ACCESSIBLE AT <http://aeps.ria.army.mil>. THE FOLLOWING PROCESS MAY ALSO BE USED TO IDENTIFY ITEM MANAGERS.

- c. GO to DoD 4100.39-M, VOLUME X, FEDERAL LOGISTICS INFORMATION SYSTEM (FLIS) PROCEDURES MANUAL. THIS INFORMATION MAY ALSO BE FOUND IN APPENDIX C TO THE DRMS ABC's OF DEMIL TEXTBOOK. TABLE 103 (SOURCE OF SUPPLY CODES).**

(2) SECONDLY, UNDER THAT BRANCH OF SERVICE, LOOK FOR THE SoS.

4. In order to prevent unauthorized release of hazardous contaminants, make every effort to identify and remove all hazardous components prior to accomplishing DEMIL. Dispose of hazardous components according to guidance in DRMS-I 6050.1. Chemical Defense Equipment kits ASSIGNED DEMIL F ARE an exception to this policy (see Supplement 4). **IT IS NOT NECESSARY THAT GENERATORS PROVIDE DEMIL INSTRUCTIONS FOR THESE TURN-INS. THEY ARE PROVIDED IN DRMS-I 6050.1.**

1. A certificate substantially as quoted below will be signed and dated by a technically qualified Government representative who actually witnesses the demilitarization of the material whether performed by Government or contractor personnel. In cases where the witnessing of demilitarization would unnecessarily subject the witness to hazardous conditions or when the demilitarized material can be laid out to clearly display the residue from each item demilitarized, demilitarization may be certified through inspection of the residue. In cases where multiple visits may be necessary, procedures must be established to insure the residue presented for certification has not been presented previously and cannot be presented again later. This can be accomplished by marking, storage with a final piece count, etc. This certificate must be countersigned and dated by a technically qualified U.S. Government representative (American citizen), designated by the responsible commander, who actually witnessed the demilitarization of the material or inspected the residue as provided above. The certificate will be executed for all items demilitarized and will read as follows:

"I certify that the item(s) listed hereon has been demilitarized in accordance with DoD 4160.21-M-1, Defense Demilitarization Manual, Appendix 4, Category , Paragraph , and/or the following applicable regulation ."

2. Certification must be accomplished for all material requiring DEMIL regardless of whether it occurs before or after acceptance of accountability by DRMOs. If generator DEMIL is performed and the result is scrap residue, no certification is required upon turn-in. If generator DEMIL results in the turn-in of usable components, the generator is required to provide the DEMIL certificate. Certification by the DRMO requires the signatures of both a DEMIL certifier and verifier, each of whom must have been appointed in writing by the DRMO Chief (see DRMS-I 4160.14, Volume I sample written appointment letters) and are technically qualified to perform this function. The appointment of DEMIL certifiers/verifiers requires sample signatures for quality control checks of DEMIL certificates. Additionally, by virtue of an approved waiver, trained contract labor such as ISSOT employees may perform the duties of DEMIL certification. Under no circumstances may contract labor employees perform DEMIL verification duties. Contract labor must receive DEMIL training, preferably the DTC ABCs of DEMIL or comprehensive DRMO provided on-the-job DEMIL training as a precursor to performing DEMIL certification. Because of the specialized training requirement and the investment of DRMS resources needed to provide it, discretion should be exercised in appointing contract labor as DEMIL certifiers. Generally,

it is not considered appropriate for contract labor at the DRMO on a short-term basis to serve as certifiers. Each situation must be assessed to affirm that the appointment of contract labor to certify DEMIL is in the best interests of the Government.

a. DEMIL Certifier - Technically qualified Government representative (U.S. or foreign) who actually performed or supervised the required DEMIL.

b. DEMIL Verifier - Technically qualified Government representative (American citizen only) who actually witnessed the DEMIL or inspected the residue and who has the expertise to determine adequacy of the DEMIL. The individual who countersigns should be at least in the next higher management level to the initial certifying individual.

3. Required certification of completed DEMIL may be accomplished as described below:

a. Accomplish DEMIL certification on the systems generated certificate, DTID, DRMS Form 145, DRMS Form 1427 or DLA Form 1367, whichever is most appropriate (see Supplement 4 for a sample DEMIL Certificate).

b. As an alternative, certification for DEMIL of items appearing on systems output (e.g., RESI I, Status W, site location, etc.) may be accomplished by entering the required certification on the appropriate listing provided all items appearing on the listing are demilitarized during the same accounting cycle.

c. Normally, DEMIL certification is accomplished as soon as the required DEMIL is complete. However, certification must be accomplished within 48 hours of DEMIL completion. DEMIL CERTIFICATION FOR SMALL ARMS/RECEIVERS DIFFERS FROM NORMAL CERTIFICATION AS FOLLOWS:

(1). BOTH THE CERTIFIER AND VERIFIER MUST BE PRESENT DURING DEMILITARIZATION.

(2). THE CERTIFIER WILL PERFORM OR SUPERVISE DEMILITARIZATION.

(3). THE VERIFIER WILL RE-VERIFY SERIAL NUMBERS PRIOR TO DEMIL AND WITNESS ACCOMPLISHMENT OF DEMILITARIZATION.

(4). CERTIFICATION MUST BE COMPLETED THE SAME DAY THAT DEMILITARIZATION IS PERFORMED.

4. Demilitarization certificates will be placed in a source document file for a period of 4 years, except small arms weapons demilitarization certificates, which will be retained indefinitely in a permanent file. Demilitarization certificates for demilitarization of all small arms weapons/receivers which require control under the DoD Small Arms Serialization Program (SASP) will be retained indefinitely in a permanent record file by the DoD activity responsible for the demilitarization of the small arms weapons and receivers.

5. Signing a false certificate constitutes a felony, and may subject the individual to criminal prosecution.

G. AMMUNITION, EXPLOSIVES, AND DANGEROUS ARTICLES (AEDA) INERT CERTIFICATION

1. DoD 4160.21-M, CHAPTER 4, PROVIDES GUIDANCE FOR AEDA INERT CERTIFICATIONS. THIS REFERENCE DEFINES WHEN AEDA INERT CERTIFICATIONS ARE REQUIRED, LEVIES A TWO-PERSON SIGNATURE INSPECTION AND CERTIFICATION PROCESS, AND STATES HOW THE CERTIFICATION IS CONFIGURED. THE CERTIFICATION READS:

“WE CERTIFY AND VERIFY THAT THE AEDA RESIDUE, RANGE RESIDUE, AND/OR EXPLOSIVE CONTAMINATED PROPERTY LISTED HAS BEEN 100 PERCENT PROPERLY INSPECTED BY US AND TO THE BEST OF OUR KNOWLEDGE AND BELIEF, ARE INERT AND/OR FREE OF EXPLOSIVES OR OTHER DANGEROUS MATERIALS.”

2. THE FIRST SIGNATURE (CERTIFIER) MAY BE EITHER QUALIFIED DoD PERSONNEL OR QUALIFIED CONTRACTOR PERSONNEL. THE SECOND SIGNATURE (VERIFIER) MUST BE A TECHNICALLY QUALIFIED DoD PERSON AS WELL AS A UNITED STATES CITIZEN.

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H. SMALL ARMS CERTIFICATIONS

1. **SMALL ARMS CERTIFICATION GUIDANCE IS CONTAINED IN DoD 4160.21-M-1, CHAPTER 3. THIS REFERENCE STATES THAT A TECHNICALLY QUALIFIED/RESPONSIBLE PERSON WILL INSPECT ALL COMPLETE SMALL ARMS WEAPONS AND SMALL ARMS BARREL AND RECEIVER GROUPS PRIOR TO TURN-IN TO THE DRMO. THE CERTIFICATION WILL BE SIGNED AND DATED BY THE INDIVIDUAL WHO INSPECTED THE PROPERTY. THE CERTIFICATE WILL BE ENTERED ON OR APPENDED TO THE DISPOSAL TURN-IN DOCUMENTATION AND READS AS FOLLOWS:**

“I CERTIFY THAT THE ITEM OR ITEMS LISTED HEREON HAVE BEEN INSPECTED BY ME AND TO THE BEST OF MY KNOWLEDGE AND BELIEF CONTAIN NO ITEMS OF DANGEROUS MATERIAL.”

2. **AN IMPORTANT SAFEGUARD IS FOR DRMO PERSONNEL TO RE-INSPECT COMPLETE SMALL ARM WEAPONS AND SMALL ARMS BARREL AND RECEIVER GROUPS PRIOR TO INITIATING DEMILITARIZATION ACTIONS AT THE DRMS DEMIL CENTERS (REFERENCE CHAPTER 3, THIS INSTRUCTION). SIMILARLY, FOR THOSE ITEMS THAT WILL BE DEMILITARIZED AS A CONDITION OF SALE, A PRUDENT ACTION IS FOR THE DRMO TO MANDATE A SIMILAR RE-INSPECTION BY THE PURCHASER. IN THE EVENT THIS PROPERTY IS ISSUED THROUGH REUTILIZATION/TRANSFER/DONATION (R/T/D), THE DRMOs WILL RE-INSPECT MATERIAL ONLY IF IT HAS NOT BEEN SECURED IN AN APPROVED WEAPONS STORAGE FACILITY (FOR OTHER THAN COMPLETE SMALL ARMS WEAPONS) OR IF IT APPEARS THAT THE INTEGRITY OF THE SECURED CONTAINER HAS BEEN COMPROMISED. IN THIS CASE, THE DRMO REPRESENTATIVE WHO RE-INSPECTS THE PROPERTY WILL ANNOTATE AND INITIAL ON THE ISSUE DOCUMENTATION THAT THE INSPECTION WAS PERFORMED. A COPY OF THE ISSUE DOCUMENTATION WILL BE RETAINED IN THE DRMO SOURCE DOCUMENT FILES.**

3. **DRMO PERSONNEL WHO PERFORM RE-INSPECTIONS MUST BE FAMILIAR WITH THE PROPERTY. IF ASSISTANCE IS NEEDED, DRMOs ARE ADVISED TO CONTACT, DEPENDING UPON AVAILABILITY AND SENSE OF URGENCY, EITHER THE SUPPORTING EXPLOSIVE ORDNANCE DISPOSAL (EOD) DETACHMENT, QUALITY ASSURANCE SPECIALIST (AMMUNITION SURVEILLANCE) (QASAS), HOST SMALL ARMS REPAIR FACILITY, OR HOST SAFETY OFFICE.**

4. **FINALLY, IF A RE-INSPECTION DISCLOSES THE PRESENCE OF LIVE AEDA, FURTHER INSPECTION ACTIONS WILL BE CEASED, THE ITEM WILL BE ISOLATED IN SECURED STORAGE, AND AEDA DISCOVERY PROCEDURES WILL BE INITIATED (IMMEDIATELY CONTACT THE SUPPORTING EOD UNIT AND FILE AN AEDA SITREP).**

I. LAYOUT, FACILITIES AND EQUIPMENT

1. **Layout and Facilities.** The layout of DRMS DEMIL CENTERS must be patterned to the needs of the particular SITE. The inherently hazardous nature of DEMIL operations requires that this activity be isolated and that access to the work area be restricted to those personnel required to accomplish DEMIL.

2. **Demilitarization Equipment.** Each DRMS DEMIL CENTER must have sufficient equipment to safely DEMIL items entering the DRMO. DRMO Chiefs **AT THE DEMIL CENTERS** should become familiar with the equipment that is available and determine the needs of the DRMO. Once the needs are identified, procure through appropriate funding channels. Justify each item by cost analysis and mission requirements. Procurement orders for new equipment will be according to applicable safety regulations.

J. RESPONSIBILITIES

1. **THE DRMS DEMIL BUSINESS UNIT (DRMS-BD)** is the program manager for DEMIL within DRMS and is responsible for providing DEMIL direction **through DRMS-O** to field activities.

2. DRMO Chiefs will:

- a. Provide personal attention to DEMIL operations at their location.
- b. Appoint technically qualified DRMO employees to serve as primary and alternate DEMIL coordinators.
- c. Appoint one primary and one alternate DRMO DEMIL coordinator in writing. Renew appointment letters annually at the beginning of each calendar year or whenever a change in designation occurs, and provide a copy to **THE DRMS DEMIL BUSINESS UNIT**. *DRMS-O are to ensure appointments are up-to-date*. Insure a SADS is appended to **EACH DEMIL COORDINATOR'S** position description.

3. DRMO DEMIL Coordinators will:

- a. Review and insure implementation of DEMIL directives, policies and changes that affect the program.
- b. Brief the DRMO Chief and concerned operating elements on any changes in DEMIL directives, policies and procedures.
- c. Coordinate with generators on DEMIL policies, suspected improper codes, and DEMIL instructions.
- d. Initiate and work with other DRMO employees to submit challenges to DEMIL codes. Collect DEMIL Code Change Notices and insure the appropriate physical changes to the property are made.
- e. Contact local technically qualified DoD representatives to obtain clarification/additional information needed to resolve questionable DEMIL codes.
- f. Recommend the most cost-effective manner of accomplishing DEMIL to the DRMO Chief.
- g. **OVERSEE DEMILITARIZATION** of property to insure compliance with DEMIL requirements.
- h. Assist contracting officers in meeting surveillance requirements for property sold with DEMIL as a condition of sale and for property to be demilitarized by service contract.
- i. Prepare and submit ON-SITE/OFF-SITE surveillance plans for DEMIL accomplishment *through Forward Support Team chief and assigned to DRMS-O* for approval.
- j. Provide copies of sales referrals, general/specific DEMIL instructions, local DEMIL written SOPs, etc., for all on-site DEMIL accomplishment *through Forward Support Team chief to DRMS-O* for review (see Chapter 3 of this instruction).
- k. Insure that employees involved in DEMIL are trained.
- l. Review RESI I and Status "W" reports for necessary action and provide recommendation through supervisory channels to the DRMO Chief.

4. **DRMS DEMIL CENTER AND FEEDER SITE RESPONSIBILITIES ARE CONTAINED IN CHAPTER 3, THIS INSTRUCTION.**

K. DEMILITARIZATION TRAINING.

TRAINING APPLICABLE TO THE DRMS DEMILITARIZATION PROGRAM IS ADDRESSED IN THE DRMS CORPORATE TRAINING PLAN WHICH IS ACCESSIBLE THROUGH THE DRMS WEBSITE (<http://www.drms.dla.mil/drms/intranet/index.html>)).

L. DEMILITARIZATION WEBSITES.

THE DRMS DEMIL BUSINESS UNIT MAINTAINS A WEBSITE THAT PROVIDES INFORMATION SUCH AS DEMILITARIZATION POLICIES, PROCEDURES, AND POINTS OF CONTACT. THE WEBSITE ADDRESS IS <http://www.drms.dla.mil/drms/intranet/index.html>. ADDITIONALLY, THE DOD DEMILITARIZATION AND TRADE SECURITY CONTROLS WEBSITE IS MAINTAINED BY THE USALMC (<http://www.demil.osd.mil>).

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THIS SITE PROVIDES INFORMATION ON DEPARTMENT OF DEFENSE DEMILITARIZATION POLICY, PROCEDURES, AND RESOURCES. FINALLY, A SEARCHABLE DEMIL CODE F DATABASE MAY BE ACCESSED AT <http://aeaps.ria.army.mil>. THE DATABASE IS CONTAINED ON A SECURE SERVER AND REQUIRES ASSIGNMENT OF A LOGIN AND PASSWORD PRIOR TO ACCESS. THE SITE IS ALSO PUBLIC KEY INFRASTRUCTURE (PKI) COMPLIANT. THE DATABASE ALLOWS USERS TO LOG IN TO THE WEBSITE, TYPE IN EITHER A NIIN OR KEY WORD, AND PULL UP FLIS DATA FOR THOSE ITEMS ASSIGNED DEMIL CODE F. IF INSTRUCTIONS HAVE BEEN INPUT TO THE DATABASE, THE USER MAY READ AND PRINT THEM. IF INSTRUCTIONS ARE UNAVAILABLE, THE USER CAN CLICK A HYPERLINK AND OBTAIN THE NAME AND PHONE NUMBER OF THE ITEM MANAGER. 10/22/02